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Overview

Introduction   Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

Once you have an assigned LOGON ID and password, the following set of screens and instructions must be followed to access the FAACS web-based Online System.

Logging On

Access the DOA Home Page   Access FAACS from the DOA Homepage: Http://www.doa.state.va.us. At the DOA Homepage, click on FINANCIAL REPORTING.
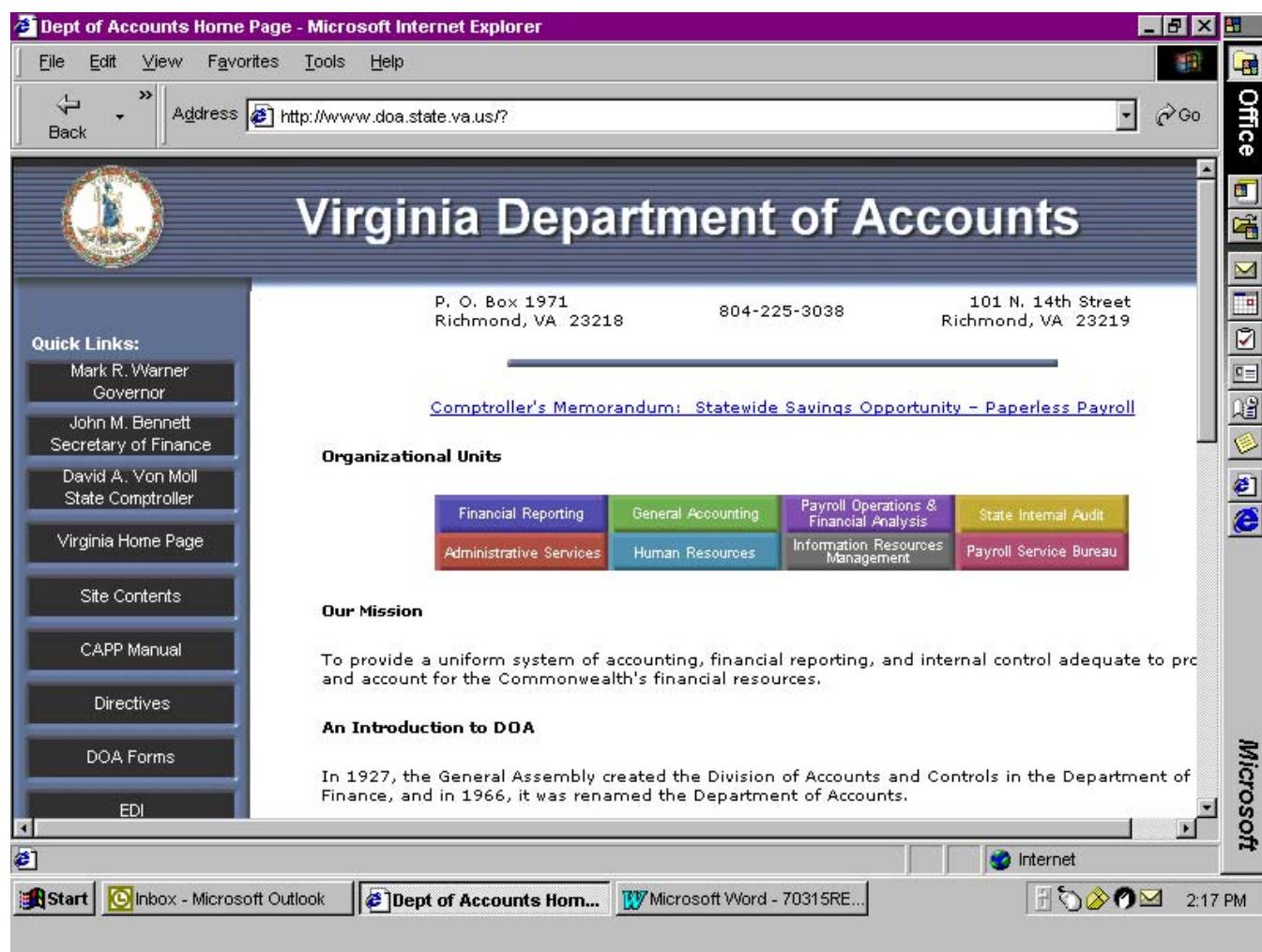
Logging On, Continued

Initial Navigation   From the FINANCIAL REPORTING UNIT page, click on FAACS.
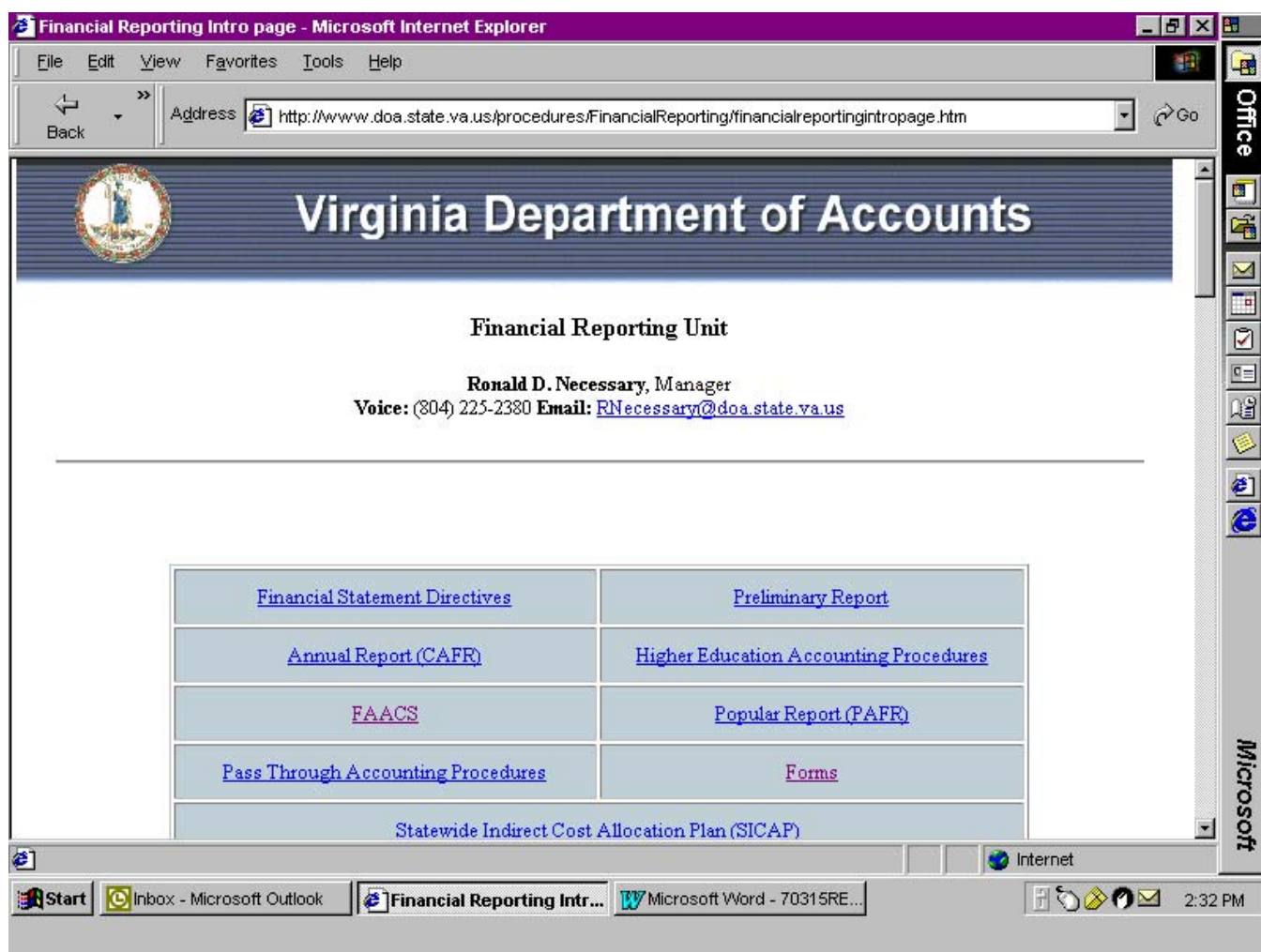
Logging On, Continued

Access Screen   This brings you to an access screen. Here, click on FAACS.
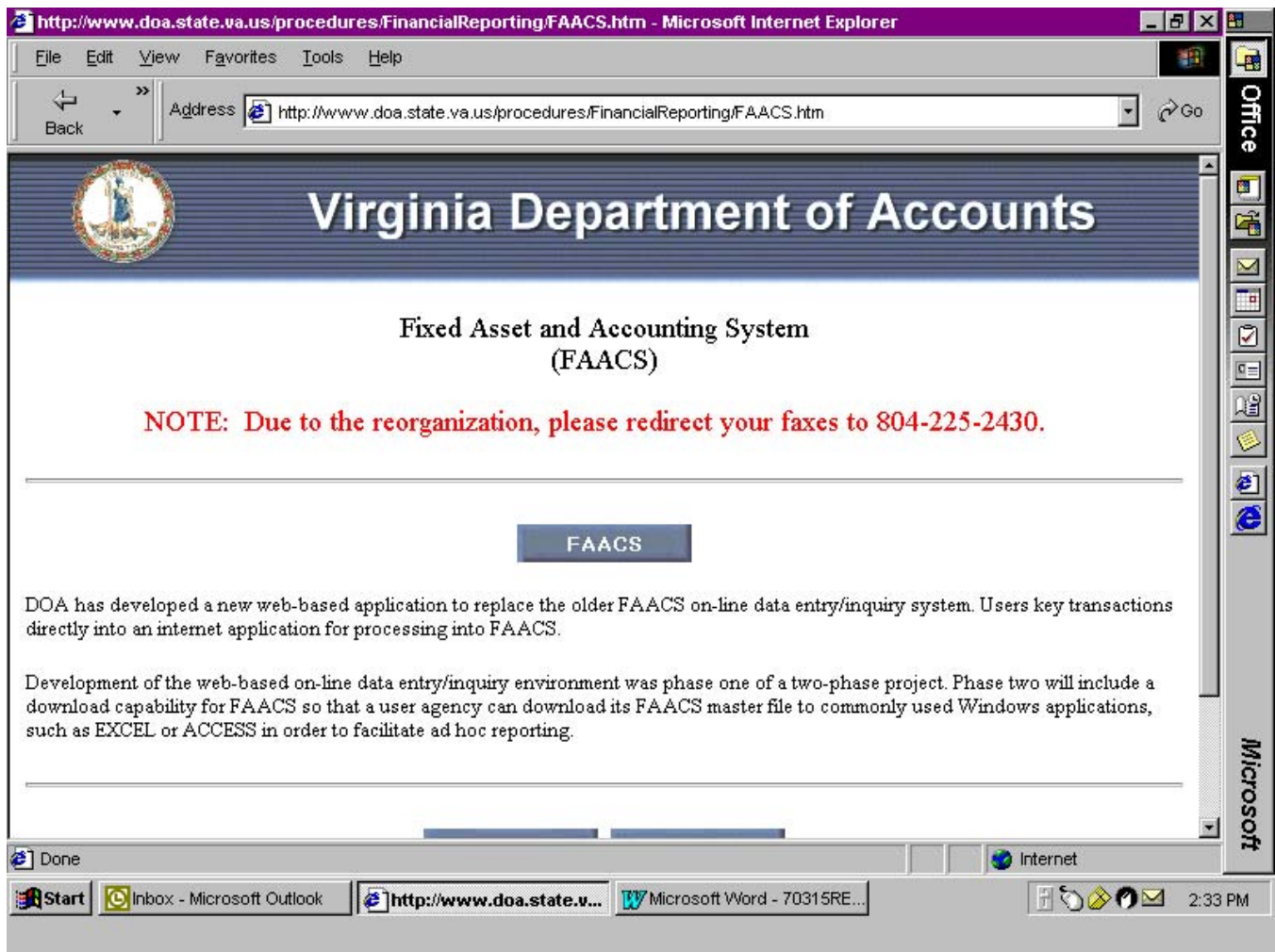
Logging On, Continued

Security Certificate Screen Next, there is an information screen on the security certificate. Click <OK> to proceed.
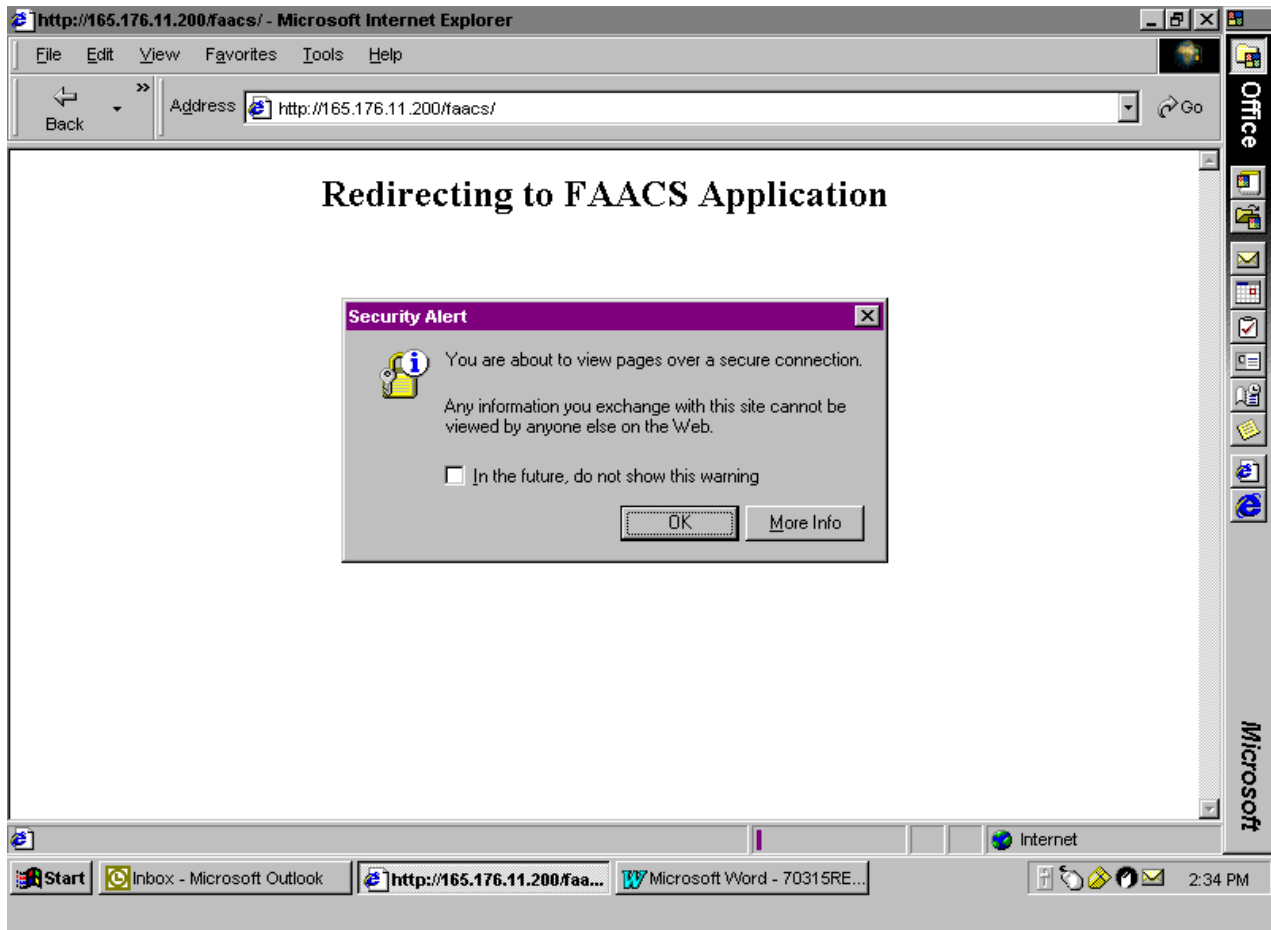
Logging On, Continued

Log-In Screen   This will take you to the log-in screen. Enter your logon id (user ID) and password. Click on CONTINUE.


Passwords expire after 30 days. To change your password, enter your logon ID and old password, then enter and confirm your new password. This procedure may be followed even if your old password has expired. Click CONTINUE to proceed.

Logging On, Continued

Bulletin Screen   You will come to the FAACS bulleting screen. This screen contains a message that your Log-In is successful. You are now in the system and may perform data entry and inquiry functions. Click on CONTINUE.
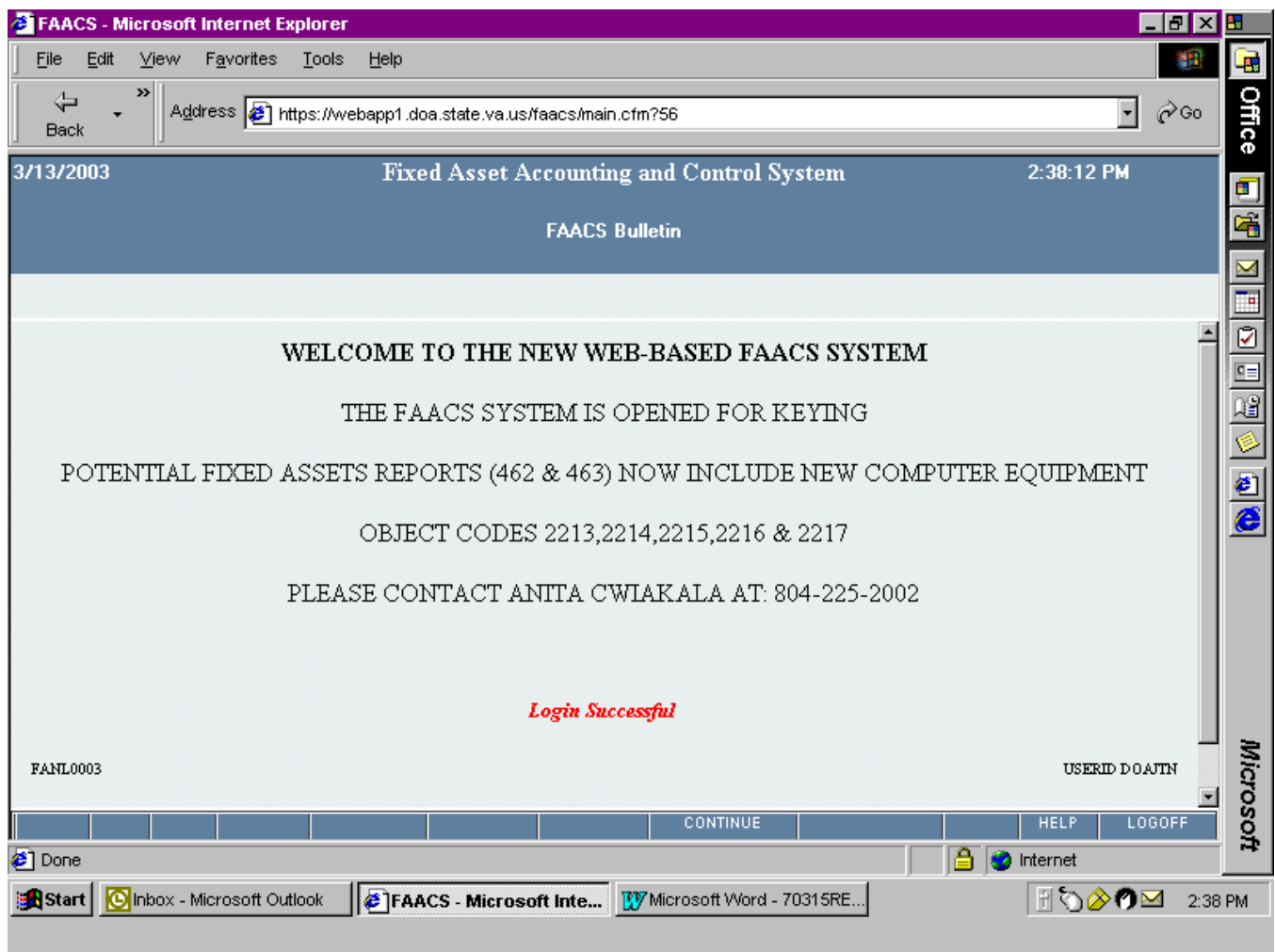
Logging On, Continued

Pending Transactions Screen

You will then see the FAACS pending transactions screen.

To **view** master file or transaction file records or **enter/edit** transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry*.
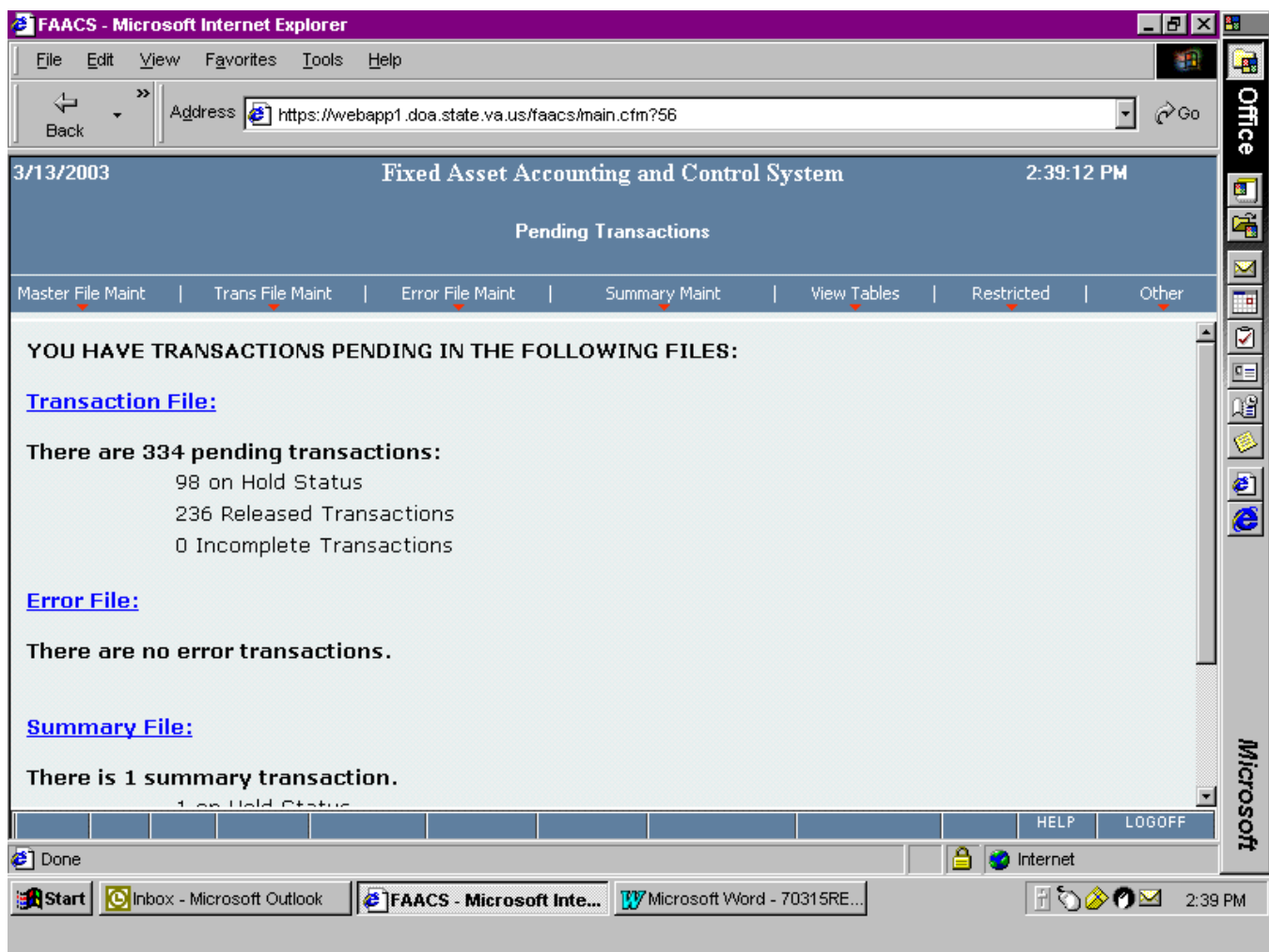
Logging Off

Log-Off Action Button   To log off, click on the LOGOFF action button located in the screen's lower, right-hand corner.

Logging Off, Continued

Returns to Log-In Screen   This returns you to the Log-In screen. Click on the LOG OFF Action Button located in the screen's lower, right-hand corner.

Logging Off, Continued

You then have an information screen about leaving a secure internet connection. Click YES to proceed to log off. This will take you back to the DOA Homepage.
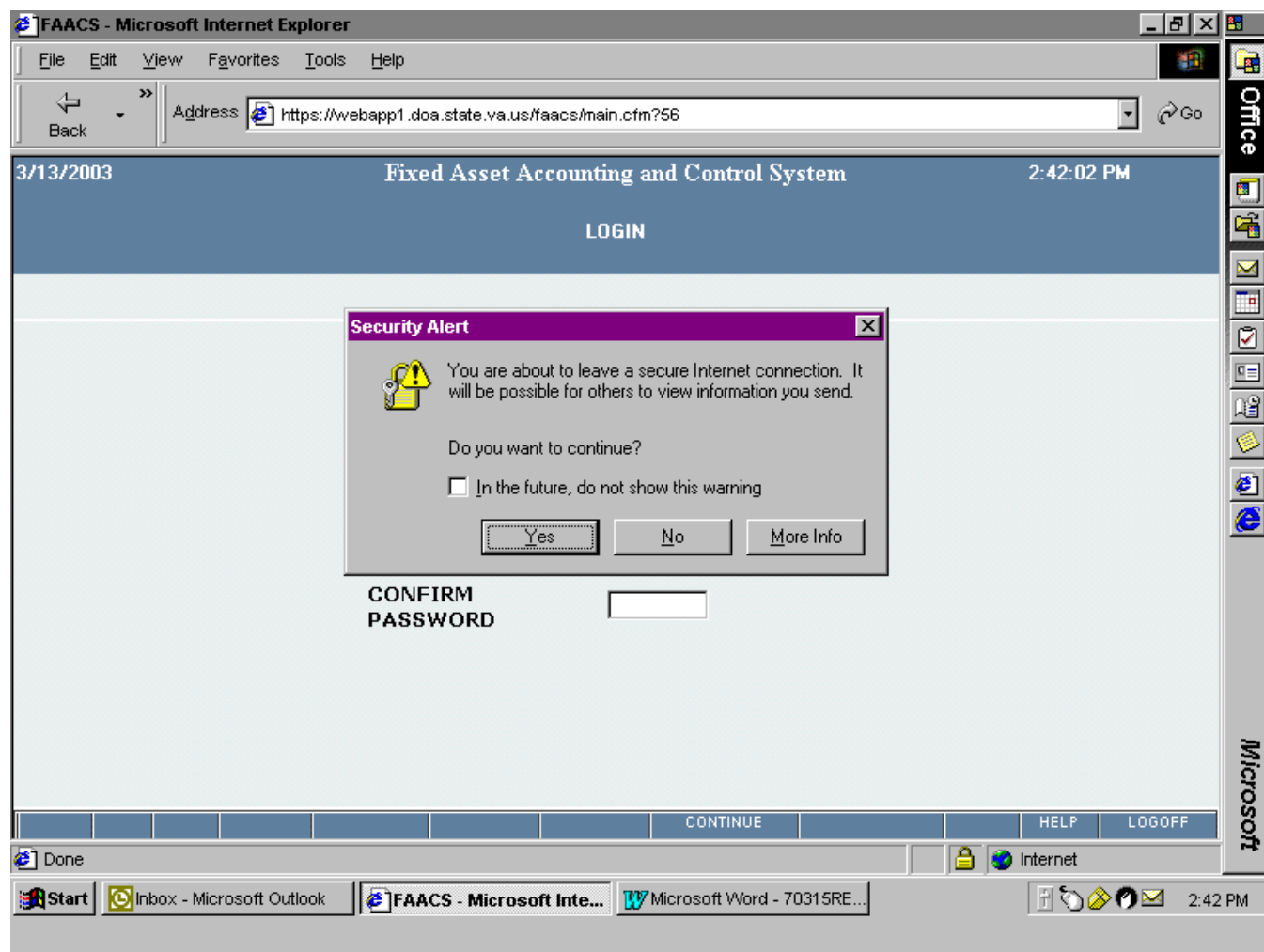
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Subject Cross References

References   CAPP Topic No. 70310, *Security*
CAPP Topic No. 70320, *System Flow*
CAPP Topic No. 70325, *Data Entry*